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TRANSMITTAL SLIP DATE 9/24

TO: Director of Security

REM

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FORM NO . 941 REPLACES FORM 36-8 WHICH MAY BE USED

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- pound or less. Procedures and responsibilities are clarified and administrative titles also have been updated.
- We plan to send the proposal to the Deputy Director for Administration for approval on 3 October 1984 direct any questions or comments to the undersigned before that date.

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Attachments:

Concurrence Sheet (OGC) Α.

В. Proposed Revision of

cc: SSA/DDA OC AO/DCI OMS OL OTE OP ODP

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HQ. INSTRUCTION SHEET

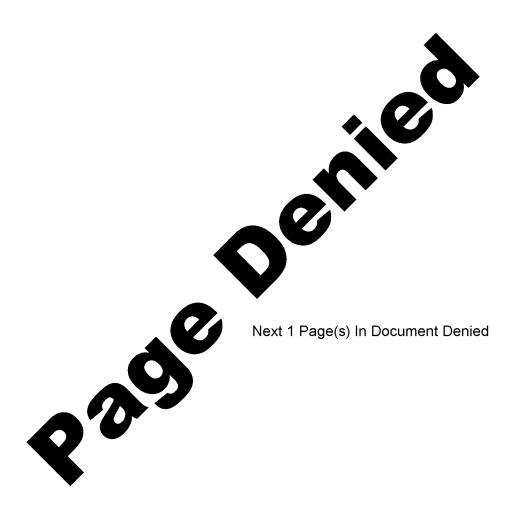
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REMOVE			INSERT			
REG. NOS.	PAGE NOS.	DATE	REG. NOS.	PAGE NOS.	DATE	EXPLANATION
	5-6	5/20/83				is revised to set forth an up-to-date statement of policy for the use of penalty mail
		*				by the Agency.
						Page numbers of the regulation have been changed as part of a new procedure. All headquarters regulation will be changed to star with page one.
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Arrows in the page margin show the locations of the changes described above.

DISTRIBUTION: AB



SUBJE	ECT: (Optional)				
	Proposed Revision of	,	Penalty	Mail (Job #847)
FR				EXTENSION	NO.
	Policy Branch/PPG				TE 31 Aug 1984
		<u> </u>			
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1,	Chief, SFU/OS Room 4E-27 Hqs	9/24/84	9/24/84	1111	Please review the attached
2.		7/26/54	7/26/84	dels	proposed revision to and advise this office by 28 September 1984 of any impact
3.					your operations.
4.					If no impact, please respond telephone.
5.					If there <u>is</u> impact, a writte response will be necessary s that we can document the mat
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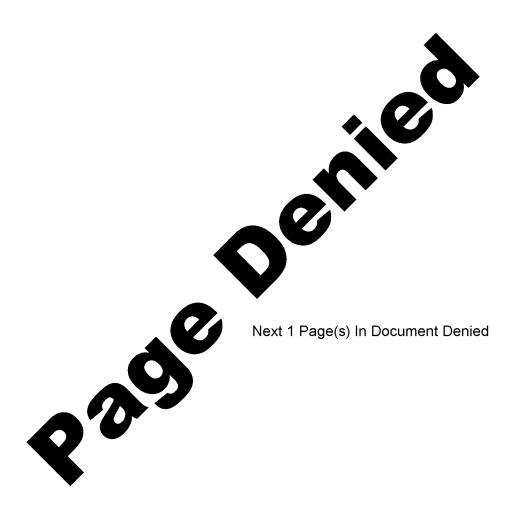
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HQ. INSTRUCTION SHEET

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						the use of penalty mail by the Agency.	
						Page numbers of the regulation have been changed as part of a new procedure. All headquarters regulations	
						will be changed to start with page one.	
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SUBJECT: (Optional) Proposed EB No Headquarters B	. 1159, uilding	Repair t	o Windo	ws and the Roof in	
FROM: Chief, Regulations Co		ivision	EXTENSION	DATE 14 Country 1004	
1105 Ames Building TO: (Officer designation, room number, and DATE				14 September 1984 COMMENTS (Number each comment to show from who	
building)	RECEIVED FORWARDED		OFFICER'S INITIALS	to whom. Draw a line across column after each comment	
Group, OS 4E70 Has Bldo Attn:	9/17/84			Forwarded herewith, as you requested, is a copy of proposed EB No. 1159 on which you provided Office of Security coordination by	
3.				phone today.	
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EMPLOYEE BULLETIN

EB No. 1159

REPAIR TO WINDOWS AND THE ROOF IN HEADQUARTERS BUILDING

- 1. Contractor personnel will be repairing windows in the 5E corridor area of Headquarters Building from 17 to 28 September 1984 between 8:30 a.m. and 3 p.m. This work will be performed from scaffolding on the outside of the building between the second and sixth floors. These personnel will gain access to the roof on the second floor near the 2F corridor freight elevator and on the seventh floor in 7D29 and 7E47.
- 2. In addition, beginning on 24 September until 31 December 1984, a roofing contractor will be replacing roofing on the seventh floor terraces and the south penthouse terrace of Headquarters Building on Monday through Friday between 7 a.m. and 3 p.m. However, roof repair on the east side of the seventh floor terraces will be accomplished on weekends. Contractor personnel will gain access to the roof from the seventh floor and from cranes that will be placed adjacent to the building.
- 3. The Office of Security will furnish the necessary escort service for contractor personnel while the repairs are being done. All employees are requested to undertake security precautions during these periods.

DISTRIBUTION: ALL EMPLOYEES (1-6)

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TRAMSMITTAL SLIP [™]Director of Security R. CIPPG EXTENSION

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FORM NO : 241 REPLACES FORM 36-8 (47)

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12 September 1984

MEMORANDUM FOR: Executive Director

Deputy Director for Intelligence Deputy Director for Operations

Deputy Director for Science and Technology

General Counsel Inspector General

Comptroller

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FROM:

Chier, Regulations Control Division

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SUBJECT:

Cancellation of Proposed Revalidations of

Accommodations

(Jobs #606 and #607)

REFERENCE:

RCD Memorandum dated 28 December 1983, Same

Subject

This is to inform all addressees that the proposed

revalidations of [Jobs #606 and #607]

have been cancelled. When new drafts of the proposals are

received by RCD, they will be processed for approval.

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cc: AO/DCI OC
SSA/DDA OF
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0s REGISTRY 4-20669

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DATE . REMARKS: EXTENSION

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FORM NO . 7.4.1 REPLACES FORM 36-8 (47)
Sanitized Copy Approved for Release 2010/03/05 : CIA-RDP89-00724R000800140001-0

24 September 1984

MEMORANDUM FOR: Executive Director

Deputy Director for Operations

Deputy Director for Science and Technology

General Counsel Inspector General

Comptroller

25X1

FROM:

Chief, Regulatory Policy Division

25X1

25X1

SUBJECT:

Proposed Revalidation of

Cartographic

and Graphic Support (Job #848)

FOR YOUR INFORMATION:

1. This proposed revalidation of was initiated by the Directorate of Intelligence to include a synopsis and current organizational designators.

2. We plan to send the proposal to the Deputy Director for Administration for approval on 2 October 1984. Please direct any questions or comments to the undersigned before that date.

date

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Attachments:

A. Concurrence Sheet (OGC)

B. Proposed Revalidation of

CC: AO/DCI OC
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HQ. INSTRUCTION SHEET

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